

**SPECIALTY COURT & GRANT ADMINISTRATOR  
FOR  
LIVINGSTON COUNTY COURT SYSTEM**

Requires a Bachelors Degree in Social Work, Counseling, Psychology, Public Administration, Health Administration, Criminal Justice, Sociology, Behavioral Science or a related field; and four years of progressively responsible experience in one of the areas listed above. Must have experience with vendors that provide drug testing, counseling, and or treatment services. Pay range \$46,809 – 59,296. Submit application and resume to Livingston County Human Resources, 304 E. Grand River Ave. Ste 205, Howell, MI 48843

[www.co.livingston.mi.us/HumanResources](http://www.co.livingston.mi.us/HumanResources) EOE

**SUMMARY OF POSITION:**

This position is responsible for coordinating, planning, organization and providing direction of activities for all specialty courts i.e. Drug/Sobriety, Mental Health etc. including grant procurement for the District, Family, Juvenile, Circuit and Probate Courts.

**ESSENTIAL FUNCTIONS:**

1. Identify, coordinate and support the requirements of funding programs including grant identification, research, application preparation and administration.
2. Maintain communication linkages with all components of the various programs.
3. Prepares analytical reports and studies as required.
4. Provide overall program evaluation.
5. Ensure compliance with applicable policies and laws.
6. Organize/conduct meetings required or assigned necessary to, meet the overall objectives of the programs.
7. Act as liaison with other various groups both internal to the Courts and the County, as well as external groups which support the objectives of the overall mission.
8. Responsible for monetary expenditures, preparing and monitoring budgets, reimbursements, tracking trends, fees, county requirements and fiscal audit.
9. Responsible for vendor contracts.
10. Attend appropriate educational sessions necessary to upgrade knowledge and skills.
11. Performs other duties of a similar nature or level.

**QUALIFICATIONS:**

1. Bachelor's Degree in Social Work, Counseling, Psychology, Public Administration, Health Administration, Criminal Justice, Sociology, Behavioral Science or a related field; and
2. Four years of progressively responsible experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; and
3. Experience with working with vendors who provide various services, i.e. drug testing, counseling, treatment, etc.